

Facilities Assistant

The facilities assistant is responsible for helping to maintain a clean, safe, and functional environment at New Life Glenside, performing tasks such as maintenance, janitorial, furniture set-up and take-down and responding to requests from staff and visitors.

Key responsibilities

- **Maintenance and Repairs:** perform light maintenance tasks, such as replacing light bulbs, painting, and minor repairs. Interface with vendors for larger maintenance tasks and repairs.
- **Cleaning and Upkeep:** Ensure cleanliness of shared spaces, restrooms, and common areas. Conduct routine inspections to maintain the safety and functionality of the premises.
- **Support Operations:** Assist with daily operations, including managing room bookings, room set-up, adhering to cleaning schedules, and responding to maintenance requests from staff.
- **Inventory Management:** Oversee and restock supplies and equipment, ensuring everything is in working order and available for use.
- **Health and Safety Compliance:** Support compliance with health and safety regulations, report unsafe conditions, and participate in audits and training.

Qualifications

- **Education:** A high school diploma or equivalent is typically required
- **Experience:** Previous experience in maintenance and/or custodial work preferred
- **Skills:** Strong communication and organizational skills, ability to work independently or as part of a team, basic knowledge of maintenance and safety protocols are essential
- **Reading and speaking English** required
- **Authorized Driver's License** and proof of insurance required

Work Environment

- Typical office environment which may involve frequent walking, bending and lifting of items up to 75 pounds. May also require working outdoors in various weather conditions and to have the willingness and ability to climb ladders to access rooftops and traverse crawl spaces to perform maintenance tasks.

The Facilities Assistant reports to the Facilities Manager. (PT flexible, 8 hrs/wk, \$15.00/hr)